



Community Investment Manager

At the Kalamazoo Community Foundation we love where we live and we also love what we do. We give back to the community by investing in people and programs that help to advance our vision of *a community where every person can reach full potential*. Last year we distributed \$15m in grants and scholarships.

The Kalamazoo Community Foundation is currently looking for a Community Investment Manager to join our dynamic and dedicated team. The functions of the team are twofold: 1) manage grant administration and 2) community outreach and collaboration in support of our three goals: **Equity, Education and Community Engagement**.

Grant Administration

- Assess and manage the grant applications to ensure alignment with our goals
- Organize and manage the work flow of all internal phases of the grant process
- Manage and monitor grantmaking budgets to match grants to available funds
- Provide technical assistance and support to grantees and community partners

Community Outreach and Collaboration

- Develop and implement strategic outreach activities resulting in deeper relationships with diverse populations and segments of the community
- Raise awareness of needs and issues both in the community and within the Community Foundation
- Develop and maintain a strong communications network with and among a diverse group of professionals, residents, elected officials and community partners

We are seeking candidates who can demonstrate:

- A commitment to equity and value, respect and embrace diversity
- Grant review and evaluation design and development capability
- Excellent judgment and the ability to collaborate with people from all backgrounds
- An ability to increase work flow efficiencies and effectiveness based on process improvement and systems thinking
- Excellent customer service skills
- The ability to thrive in an open, collaborative team environment

- A love of Kalamazoo and a strong desire to make life better for all.

Education and Experience:

The position requires a Bachelor's Degree at least two years' experience in a related field or an equivalent combination of work experience, knowledge and skills.

We offer a competitive benefits package, team-oriented, performance excellence atmosphere, and opportunities to make life better for Kalamazoo County residents. We believe the strength of our organization depends on our commitment to value, respect and embrace diversity. We believe diversity encompasses, but is not limited to, ethnicity, race, age, gender identity, sexual orientation, economic circumstance, resident legal status, physical and mental abilities and characteristics, and philosophy.

We are an equal opportunity employer and strive to demonstrate our commitment in all our policies, procedures and actions.

For more information and to apply please visit:

<http://kalfound.org/careers>

Please apply before February 24.